



# TRAVEL UPDATE

J A N U A R Y 2 0 0 8

A Utah Department of Administrative Services, Division of Finance quarterly communication service

[www.finance.utah.gov](http://www.finance.utah.gov)

## Help May Be Only a Click Away

The State Travel Office has been working to make the travel web page a great tool and informational resource. Here you can currently find:

### Help May Be Only a Click Away

### Policies and Procedures Announcements and Information

### It's All in a Name

### International Travel Approval for State Employees

### Taxable Meal Allowance













### Plan Now to Avoid Convention Dates

### Rental Car Perks

### A Word from our Contracted Travel Agency

### Getting to Know our State Travel Office Staff

### State Travel Office Contact Information

-  Links on who to call in State Travel
-  Travel newsletters, subscription information, archived issues
-  Information about State contracted Instate Hotel and Group Facilities
-  Per diem Information
-  Caterer listings
-  Findit Travel Guide for State travelers
-  Rental car information
-  Airport parking information
-  Contracted airline and fare information
-  State travel policy information
-  Access to State travel forms
-  Links to convenient travel tools on the web like federal per diem lodging rates worldwide, up-to date airport information, security alerts, airline seating and much more.

We want this to be a useful tool that will give you constant access to the information you need.

Just go to [www.finance.utah.gov/travel](http://www.finance.utah.gov/travel). Mark this link as one of your favorites for quick access to all of this important information.

Notice something that is missing or that you wish could be included? We want to hear from you! Contact [Tami Nelson](#) in the State Travel Office at 538-3109 or [Marilee Richins](#) at 538-3450 in the Division of Finance with your ideas.

## Policies and Procedures Announcements and Information

*by Tami Nelson*

This section will now be found on page two of every Travel Update Newsletter. Here you will find information on any policy changes as well as information on policies that still raise a lot of questions.



**Q.**

We have a traveler that we are bringing to Salt Lake City from Boston. Is this trip considered an in-state travel or an out-of-state travel?

**A.**

In this example, the traveler will be dining and lodging within the State of Utah, therefore, the in-state per diem rates apply.

### It's All in a Name

Due to FAA rules and regulations, the names printed on all tickets must match the name on the traveler's government issued identification. No nicknames or abbreviations are allowed. Any discrepancy can result in denied boarding and the forfeit of your ticket.

### International Travel Approval for State Employees

When a State agency would like to make international travel arrangements for an employee, they need to get approval from the Governor's office. The traveler/travel planner needs to email Cheryl Bradford and she will have Neil Ashdown review the request. The traveler/travel planner just needs to verbally let the state travel agents know that they have the approval. The normal low org/unit and travel authorization numbers are still required. Please call Tami Nelson (538-3109) in State Travel if you have any questions.



## Taxable Meal Allowance

In order to comply with IRS regulations, two types of meal allowances will now be taxable. This change is effective for the pay period beginning 12/15/2007.

The first meal allowance affected is the Overtime Meal Allowance (See FIACCT 05-03.05 - Taxable Overtime Meal Allowance (Non-Travel)). That policy now states the following:

“An employee not on travel status may be authorized by his/her agency to receive a taxable meal allowance not to exceed \$10 during a 24-hour period (midnight to midnight). The allowance is not considered an absolute right of the employee, especially if the budget of the agency is not adequate to handle this allowance. The allowance may **not** be given in addition to any other meal allowance or per diem. (See FIACCT 10-02.03 (D) Allowances for Non-Overtime Trips) Also, the allowance can be given only if **all** of the following conditions occur:

1. An employee is required to work overtime during a 24-hour period in excess of his “normal” work hours. (“Normal” work hours may include overtime hours if work is seasonal, etc. For example, an employee who works long hours in the summer months and shorter hours in the winter months may have normal hours of 12 in the summer and 4 hours in the winter.) “Normal” work hours are subject to definition by each agency.
2. The total hours worked during the 24-hour period in excess of the “normal” hours includes three hours or more of overtime.
3. The agency head or his designee has authorized the meal allowance.”

These Overtime Meal Allowances should be entered on the “**Taxable Meal Allowance**” line of form **FI 48**.

The Meal Allowance for Non-Overnight Trips is the second meal allowance affected (See FIACCT 10-02.03 (D.) - Allowances for Non-Overnight Trips). That policy now states the following:

“Under the following conditions an employee may be authorized by their department head or designee to receive a taxable meal allowance when their destination is at least 100 miles from their *home-base* and they do not stay overnight. The allowance is not considered an absolute right of the employee, especially if the budget of the agency is not adequate to handle this allowance. A meal allowance shall not be claimed or authorized for any complimentary meal(s) received by the employee.

1. *Breakfast* – When the individual leaves their *home base* before 6:01 a.m.
2. *Lunch* – When the trip meets one of the following conditions:
  - a. The employee is on an officially approved trip of such duration as to warrant entitlement to breakfast and dinner.
  - b. The traveler leaves their *home base* before 10:00 a.m. and returns after 2:00 p.m.
  - c. The department director provides *prior written* approval based on unusual circumstances.
3. *Dinner* – When the individual leaves their *home base* and returns after 7:00 p.m.”

For employees, these meal allowances should be entered on the “**Taxable Meal Allowance**” line of form **FI 48**. **Non-State employees should use the new form FI 51N to record these meals and any related reimbursements, such as mileage.**



## Plan Now to Avoid Convention Dates

If your travel plans in 2008 include a stay in Salt Lake City, please note convention dates. Hotel rooms from Layton to Provo to Park City will be very difficult to secure during these dates.

### SALT LAKE CITY – City-Wide Conventions 2008

01/13/08 to 01/16/08	AcuSport Corporation	600 attendees Salt Palace
01/23/08 to 01/26/08	Outdoor Retailer Winter Market	15,000 attendees Salt Palace - citywide
02/06/08 to 02/09/08	Western Hunting & Conservation Expo	10,000 attendees Salt Palace - citywide
02/09/08 to 02/12/08	Association of Biomolecular Resource Facilities	1,200 attendees Salt Palace
02/21/08 to 02/22/08	International Technology Education Association	2,200 attendees Salt Palace
03/02/08 to 03/05/08	Society for Mining Metallurgy & Exploration, Inc	4,000 attendees Salt Palace - citywide
03/06/08 to 03/08/08	American Medical Directors Association	1,600 attendees Salt Palace
03/06/08 to 03/09/08	American Youth Soccer Organization	1,100 attendees Salt Palace
03/16/08 to 03/21/08	Novell	7,000 attendees Salt Palace - citywide
03/27/08 to 03/28/08	Mary Kay, Inc.	2,000 attendees South Towne Expo Center
04/03/08 to 04/05/08	Forever Green	1,000 attendees Salt Palace
04/10/08 to 04/12/08	National Council of Teachers of Mathematics	18,000 attendees Salt Palace - citywide
04/29/08 to 05/01/08	American Association of Occupational Health Nurses	2,000 attendees Salt Palace
05/02/08 to 05/06/08	National Association of Fleet Administrators	1,800 attendees Salt Palace
05/14/08 to 05/21/08	Society of Gastroenterology Nurses Association	1,800 attendees Salt Palace



05/21/08 to 05/25/08	Alpaca Owners and Breeders Association	1,000 attendees South Towne Expo Center
05/25/08 to 05/29/08	North American Benthological Society	1,000 attendees Salt Palace
06/21/08 to 06/24/08	ASHRAF, Inc.	1,000 attendees Salt Palace
06/21/08 to 06/25/08	Healthcare Convention & Exhibitors Association	700 attendees Salt Palace
07/09/08 to 07/13/08	Women of the Evangelical Lutheran Church in America	8,000 attendees Salt Palace
07/15/08 to 07/20/08	Senior Softball World Champions	1,500 citywide
07/30/08 to 08/01/08	Stampin' Up	17,700 attendees Salt Palace - citywide
08/07/08 to 08/10/08	Outdoor Retailer Summer Market	18,000 attendees Salt Palace
08/20/08 to 08/23/08	Melaleuca	8,000 attendees Salt Palace - citywide
08/28/08 to 08/30/08	USANA	10,000 attendees citywide
09/08/08 to 09/10/08	Institute of Electrical & Electronics Engineers	1,200 attendees Salt Palace
09/18/08 to 09/20/08	MonaVie	3,000 attendees Salt Palace
09/21/08 to 09/24/08	American Railway Engineering & Maintenance-of-Way Association	2,400 attendees Salt Palace
09/26/08 to 09/28/08	Max International	4,000 attendees Salt Palace - citywide
10/09/08 to 10/12/08	Society for Advancement of Chicanos & Native American Science	2,500 attendees Salt Palace
10/12/08 to 10/20/08	American Nurses Association	3,500 attendees Salt Palace - citywide
10/19/08 to 10/22/08	League for Innovation in the Community College	3,000 attendees Salt Palace





### Budget Rent a Car — FastBreak



Budget Rent A Car is the primary car rental supplier for all out-of-state travel by state employees. Please book a Budget vehicle using the corporate discount number **T155600** in order to ensure that the correct contracted price and insurance coverage is in place.

Also, please remember to sign up for *Fastbreak*—a Budget express service that lets you skip the line and go directly to your car. When you sign up you

will receive a RapidRez Number (BCN).

Be sure to give your account number to the travel agent when you book a car. On your first Fastbreak rental, you will need to stop at the counter to present the credit card and driver's license you provided on your enrollment form. After that, you won't have to stop again.

You may use this link <http://www.cendantcarrental.com/budget/fastbreak/index.html?T155600> to sign up now, or visit our web site at <http://finance.utah.gov> and click on the Travel tab. The Budget Fastbreak Express Service link is at the bottom of the car rental page.

### Enterprise — Enterprise Plus

With Enterprise Plus you can receive the following services at no extra cost:

- Faster reservations — online, on the phone, with your travel agent, and at participating Enterprise locations
- Faster rentals
- Special members' line at major airport locations
- Custom rate plan applied when booking
- Member discounts

We encourage all state travelers to join Enterprise Plus. The registration process takes only a minute to complete and is outlined in the steps below.

1. Go to [www.enterprise.com/plus](http://www.enterprise.com/plus)
2. Create an account by clicking on "Sign Up Now"
3. The Create Account page will ask employees to include their corporate account number, NA47008 and 3 character access code, 'STA', to insure accuracy and faster processing.
4. Print off the Welcome page that displays the temporary Enterprise Plus card and unique member number. A permanent card will arrive at the employee's home address within 4 – 6 weeks.

This service applies only to the contracted rates available through the State Travel Office. It does not apply to the contract rates obtained through Fleet Services.

If you have any questions, please call Tami Nelson at 538-3109 or Kevin Lucas 538-3357.



## Important Car Rental Contract Information for All Rentals

According to the rules of our contract, no vehicle rented may be driven on an undeveloped road. If a vehicle is driven off-road and damaged in any way, the contracted insurance coverage will be void.

According to Morris Haggerty, Assistant Attorney General assigned to Risk Management, "If a State employee takes a rental vehicle off-road and it gets damaged, the employee would be solely responsible for the damage if the car should not have been taken off-road (i.e., the employee is acting out of his or her scope of employment such as sight seeing, taking a shortcut, or going off-road for any other personal reason). If it is necessary to leave developed roads to reach a valid destination, State coverage may apply but the employee's department will at least have to pay a \$500 deductible. It is best to obtain a state owned car rather than a rental if off-road travel is necessary or anticipated."

### A Word From Our Contracted Travel Agency



*Dallas Stewart, CBT Office Manager*

#### After hours/Weekend Emergency Assistance

Christopherson Business Travel (CBT) offers travelers and travel planners of the State of Utah an after-hours service in case of emergency or immediate travel needs occurring within the next 24-hour period. If the traveler or travel planner requires assistance booking new travel or changing existing travel and it is after normal business hours, we urge you to use the after hours assistance line. If travel is not within a 24 hour period or if the traveler only needs a seat assignment or reconfirmation of an existing flight, we urge them to call the agency during regular business hours or the airline they are currently confirmed on. Although this is a complementary service, please use the after-hours service only when absolutely necessary.

The on-site State-contracted agency, Christopherson Business Travel, is open Monday through Friday 8am until 5pm. Calls will be taken up until 4:30pm.

We also have a during-business-hours emergency line the traveler can call in the event they need immediate assistance and cannot get through to their agent. Both emergency phone numbers can be found on the Who to Call in State Travel link on the State Travel web page.

Christopherson Business Travel strives to be the leader in business travel and wants to give their clients the best service possible. If you have comments or questions, you may contact Dallas Stewart, Christopherson Business Travel Office Manager at 538-3359 or email her at [dstewart@utah.gov](mailto:dstewart@utah.gov).

Happy Travels!

***Emergency Line During Business Hours, 8am to 5pm, Monday through Friday***

***801-537-9124***

***In-State Toll Free During Business Hours, 8am to 5pm, Monday through Friday***

***866-489-9834***

***After Hours Emergency Hotline***

***800-358-1019***



## Getting to Know our State Travel Office Staff



**Tami Nelson**

Tami brings over 20 years of travel experience to the State Travel Office as the State Travel Manager. Just drop in on her and you will be amazed to see her checking on a delayed flight on her computer, calming a frantic traveler on the phone, and preparing notes for an upcoming meeting all with a smile on her face! When she is through resolving the issues of the day, she is happy to go home to her husband and two boys where she finishes her day in a flurry of ball games, karate, homework, and home improvement projects! She loves to travel when she can find time though she is equally satisfied with a weekend at the sand dunes with the family and the 4-wheelers!



**Kevin Lucas**

Kevin has recently joined the State of Utah staff as the State Travel Coordinator. His wife, Angie, recently left the State Travel Office as the Office Manager. Kevin is the proud papa of an 18 month-old son and is happy to announce that baby number two is on the way! He enjoyed a wonderful trip to Switzerland this last year which is good, since trips to Disneyland may soon trump trips to the French Riviera! Kevin loves to ski, camp and play, but when he is grounded to the home front, he loves to get lost in the bowling allies in the world of Wii!



**Dallas Stewart**

Dallas Stewart has been in the travel industry for 12 years and now serves as the Officer Manager for the Christopherson office located on Capitol Hill. Dallas loves to travel! Last year she racked up the frequent flyer miles with trips to Puerto Vallarta, Napa Valley, and a Western Caribbean cruise. She lives in Riverton where she enjoys hiking, snow shoeing, skiing, and hanging out with her husband and friends. She recently has taken up fly fishing and with a few fishing trips under her belt, she is officially “hooked”!







### **Renee Craig-Jennet**

Renee joined the Christopherson staff serving State of Utah travelers last year, but she has 20 years of travel experience on her resume. She makes the long drive from Clinton where she lives with her husband and two children to Capitol Hill every morning. She is a self-proclaimed shopaholic and can sniff a bargain with the shift of the breeze! The only thing better than a Saturday at JC Penney, is bartering with the locals in Panama or Costa Rica, which pleasure she indulged in last year. Renee received her bachelor's degree in Psychology for which she seems to find many applications as she maneuvers the ever busy pace in the world of travel.



### **Lanea Blosser**

Lanea brings 25 years of travel experience to the State Travel Office. She is a seasoned traveler herself even bearing a few lingering remnants of a Caribbean tan! She is grounded for the moment, however, as she works to put the finishing touches on her newly remodeled kitchen. No doubt she will soon add gourmet cook to her long list of hobbies and interests. She loves hanging out with her kids and extended family. She loves a bargain and summer weekends find her up and out early in the morning treasure hunting through garage sales all along the valley with her mother.



### **Diane Hawkes**

Diane has learned just about everything there is to know about travel in her vast 26 years of experience! She loves to travel herself and is invaluable when it comes to helping State travelers maneuver through the maze of issues when trying to get from here to there! Diane is an avid reader and loves to hike and fish and camp in the summer. Although she has been on many trips around the globe, the one that continues to allude her is an African Safari. Someday, when she has a break from caring for the needs of travelers, daughters and grandchildren, she is determined to look an elephant square in the eye and not through the bars of the zoo!





## **Denise Francis**

Denise took the long way to the State Travel Office with stops in Detroit, Oklahoma, and California along the way. She brings 19 years of travel experience and is ready and willing to help Utah travelers benefit from her knowledge. Last year she enjoyed her honeymoon to Cabo San Lucas and is excited about a trip to Italy next year, but she is always happy to come home where her bird, Elvis and her several dogs don't enjoy her trips nearly as much as she does! Denise and her husband love the outdoors, spending every free winter moment on the slopes and summer weekends at a lake with a tent and a pole.



## **Tiffany Snowball**

Tiffany has been with the State Travel Office since 2004. She is a Utah import, originally from Miami, Florida and brings with her 14 years of experience in the travel industry, having worked with Morris Travel, American Express, and Delta Airlines. You don't have to chat with Tiffany long before you are very clear why those who love her most call her "Spitfire"! A self-professed flower-weed girl, she loves to do yard work. In fact, since she absolutely has no more planting area left in her own yard but has an abundance of both ideas and perennials, she is starting to turn a wicked eye toward her neighbors' yards!



## Who's Who in the State Travel Office

**Tami Nelson** (State Employee)  
State Travel Manager  
801-538-3109  
taminelson@utah.gov

**Lanea Blosser**  
Travel Consultant, Christopherson Travel  
801-538-3103  
lblosser@utah.gov

**Kevin Lucas** (State Employee)  
State Travel Coordinator  
801-538-3357  
klucas@utah.gov

**Denise Francis**  
Travel Consultant, Christopherson Travel  
801-538-3358  
dfrancis@utah.gov

**Dallas Stewart**  
Office Manager, Christopherson Travel  
801-538-3359  
dstewart@utah.gov

**Diane Hawkes**  
Travel Consultant, Christopherson Travel  
801-538-3351  
dhawkes@utah.gov

**Renee Craig-Jennett**  
Travel Consultant, Christopherson Travel  
801-538-3743  
rjennett@utah.gov

**Tiffany Snowball**  
Travel Consultant, Christopherson Travel  
801-538-3352  
tsnowball@utah.gov

# HELP!

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